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3.2 Registrarial Policies

Saint Mary's College of California

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Standard Policy

In order to receive one hour of credit for one semester or trimester course, students will engage in approximately 750 minutes of contact time with the instructor of record and approximately 1500 non-contact minutes.

In order to receive one hour of credit for a quarter term course, students engage in approximately 550 minutes of contact time with the instructor of record and approximately 1100 non-contact minutes.

Equivalencies to the Standard Policy

In some cases the ratio of contact to non-contact activity may be adjusted in order to achieve learning outcomes according to pedagogical standards in a particular area of study. Courses requiring more than the amount of contact time described in the standard policy (such as laboratory courses, language courses, studio courses and practica) may require commensurately less non-contact time than others. Courses requiring less than the standard amount of contact time (such as independent studies, internships, service-learning courses and courses utilizing online or hybrid instruction) may require commensurately more non-contact time.

3.2 REGISTRARIAL POLICIES

3.2.1 UNDERGRADUATE ACADEMIC CALENDAR

For the traditional undergraduate programs, classes for the fall term customarily begin on the Tuesday after Labor Day. The fall term runs for fifteen weeks, including a final examination week. The third (or fourth) Friday in October and Thanksgiving recess (Thursday and Friday) are holidays in the fall. Classes for the January term begin on the first Monday after January 1 and continue for four weeks. After a one-week break, the spring term commences (i.e., five weeks after the start of the January term); classes begin on Monday. The term runs for fifteen weeks, including a final examination week. The only holidays are the week preceding Easter through Easter Monday, and this is considered part of the term. The spring term ends after Commencement exercises take place.

The process for setting the academic calendar for the traditional undergraduate programs is as follows: Three years in advance, the Vice Provost for Undergraduate Academics constructs an academic calendar using the above guidelines. The calendar is reviewed and approved in sequence by the Undergraduate Educational Policies Committee, the Provost's Academic Council of Deans, and the Academic Senate, each body ensuring that the calendar is guided by academic principles and processes (e.g., concern for loss of Monday classes due to holidays).

3.2.2 UNDERGRADUATE SUBMISSION OF GRADES

All faculty are required to submit mid-term grades (when applicable) and final grades. Faculty are expected to submit grades by the deadline set by the Registrar. Since mid-term grades serve as a progress report (and do not appear on the student's permanent record), instructors are expected to utilize the code numbers with unsatisfactory grades (D, F) as an indication to the student of specific deficiencies. The Registrar's office advises the Dean of the School when grades are not submitted at the mid-term period.

3.2.2.1 Grade Changes

The policies on assigning an I grade (Incomplete) and on grade changes are specified in the College *Catalog*. Petition forms for the above are available in the Registrar's office and are subject to approval by the Registrar.

3.2.3 UNDERGRADUATE FINAL EXAMINATION SCHEDULING

In order to reduce the possibility of a student's having several hours of examination on the same day, faculty are required to conduct such examinations in accordance with the following schedule of final exam week. Final exams for courses meeting at 6:00pm or later, or in times not identified in the schedule below, will take place on the first meeting date and time of finals week in their assigned room.

UNDERGRADUATE FINAL EXAMINATION SCHEDULE EXAMINATION DAYS: MONDAY, TUESDAY, WEDNESDAY, THURSDAY

REGULAR CLASS SCHEDULE		FINAL EXAMINATION	
DAYS	TIME	DAY	TIME
MWF	8:00 – 9:05 am	Monday	8:00 – 10:00 am
MWF	9:15 – 10:20 am	Wednesday	8:00 – 10:00 am
MWF	10:30 – 11:35 am	Monday	10:30 am – 12:30 pm
MWF	11:45 am – 12:50 pm	Wednesday	10:30 am – 12:30 pm
MF	1:00 – 2:40 pm	Monday	1:00 – 3:00 pm
MWF	2:45 – 3:50 pm	Wednesday	1:00 – 3:00 pm
MW	4:00 – 5:35 pm *	Monday	3:30 – 5:30 pm
MW	7:00 – 8:35 pm *	Monday	7:00 – 9:00pm
TTh	8:00 – 9:35 am	Tuesday	8:00 – 10:00 am
TTh	9:45 – 11:20 am	Thursday	8:00 – 10:00 am
TTh	11:30 am – 1:05 pm	Tuesday	10:30 am - 12:30 pm
TTh	1:15 – 2:50 pm	Tuesday	1:00 – 3:00 pm
TTh	3:00 – 4:35 pm	Thursday	10:30 am – 12:30 pm
TTh	4:45 – 6:20 pm	Tuesday	3:30 – 5:30 pm
TTh	7:00 – 8:35 pm	Tuesday	7:00 – 9:00 pm

*In the spring these classes will meet for 100 minutes: 4:00 – 5:40 and 7:00 – 8:40.

Faculty members with multiple sections of the same course may request a single examination time from the Registrar's office.

3.3 ACADEMIC RESOURCES

3.3.1 LIBRARY

Saint Albert Hall, named for the 13th-century philosopher and theologian, houses the collections, services, technologies, and staff which make up the library. Print, audio, film, and electronic titles are selected and organized to support the undergraduate and graduate curriculum.

Access to text, images, and data on the Internet is enhanced by the library's Website (<http://www.stmarys-ca.edu/library>). The reference collection is designed to provide primary